

<p style="text-align: center;">SAMPLE MEMORANDUM INDICATING ACCEPTABLE PERFORMANCE</p>
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[NOTE: All Letters affecting Disciplinary Actions are to be reviewed by an Employee Relations Specialist in the Personnel Office prior to issuance. See instructions in Chapter 2 regarding supervisory-maintained personnel records.]

Memorandum

To: Employee Name, Title

From: Supervisor Name, Title

Subject: Improvement of Performance to an Acceptable Level

In a letter to you dated August 12, 20__ I informed you that your performance was unacceptable in the following critical result(s):

CRITICAL RESULT 1 - Competence in Fishery Biology

CRITICAL RESULT 4 - Written Communication

You were also informed that you would be given an opportunity to demonstrate improved performance with respect to the above specified critical results, and that I would be evaluating your performance during that period. Based on my evaluation of your performance in those critical results, I am pleased to inform you that your performance has reached the level required for retention in your position. Accordingly, no further action will be taken to remove you or to reduce you in grade for your unacceptable performance.

Your performance, of course, must continue to be acceptable. In accordance with Office of Personnel Management Regulations, if your performance again becomes unacceptable before August 12, 20__ [calendar date that is one year after the date on which the initial opportunity period began], I may recommend your removal or reduction-in-grade without affording you an additional opportunity to improve your performance. Therefore, I encourage you to continue your efforts.

Please let me know if you have any questions concerning this matter.

November 2001